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ABSTRACT

This compilation is an unofficial, prepublication summary of the Louisiana 1992 Integrated Postsecondary Education Data System (IPEDS) academic library statistics forms. The official publication will be issued by the National Center for Education Statistics. This document was inspired by the desire of library directors to have a more timely and easy to use presentation of IPEDS statistics. Libraries are grouped according to the Carnegie Classification as Research (Research, Doctoral II, and Medical School), 2-Year, Comprehensive, and Liberal Arts II. Summary data are given for services to patrons, collections, expenditures, and staff. Academic libraries in Louisiana employed 1,428.5 staff members, and contained 10,467,278 volumes. The overall circulation of 2,081,360 items for the state was primarily divided between comprehensive (51.5 percent) and research (42.8 percent) libraries. Ten tables, six graphs, and a copy of the survey instrument are included. (SLD)

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ED358854

Louisiana Academic Library Statistics

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
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Selected Statistics from the 1992 IPEDS Survey of Academic Libraries

REVISED AND
CORRECTED 3/30/93

Compiled by Stanley Wilder
Assistant to the Dean for Administrative Services
Louisiana State University Libraries

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INTRODUCTION

Louisiana Academic Library Statistics is an unofficial, pre-publication summary of Louisiana's 1992 IPEDS (Integrated Post-secondary Education Data System) academic library statistics forms. It is important to note that while every effort has been made to ensure that the figures in this document are accurate, they may in some cases differ from those in the official IPEDS compilation, to be published next year by the National Center for Education Statistics, a part of the U.S. Department of Education.

The primary impetus for the present document is the expressed desire of Louisiana academic library directors for a more timely and user-friendly presentation of IPEDS statistics. For many of these directors, IPEDS is the only source of statistics with which to make peer comparisons.

The libraries are grouped according to the appropriate Carnegie Classification for their institution. See *A Classification of Institutions of Higher Education*, 1987 edition, for a listing of these categories and a review of category criteria. For simplicity, the libraries in the "Research" group combines three Carnegie categories. Those categories are Research I (LSU Baton Rouge), Doctoral II (Louisiana Tech, Tulane, and University of New Orleans) and Medical School (LSU Medical Center).

Some important points to keep in mind when working with the data:

* The present document includes all Louisiana academic libraries which fall in to one of the following Carnegie classifications: Research, Doctoral, Medical Library, Liberal Arts, Comprehensive, and 2-Year. It excludes smaller institutions, which commonly do not return survey forms, or return incomplete forms.

* LSU Baton Rouge data combines three administratively distinct libraries, the LSU Libraries, the Veterinary Medicine Library, and the Hebert Law Center Library.

* The LSU Medical Center library data combines the New Orleans and Shreveport campus libraries.

* The Loyola library data includes the main library and the law library.

DEFINITIONS FOR SELECTED COLUMN HEADINGS

ILL-Out: The number of items loaned during the year.

ILL-In: The number of items borrowed during the year.

Number of Presentatn: The number of library orientation/instruction presentations given during the year.

Number of Persons: The number of persons attending library orientation/instruction presentations.

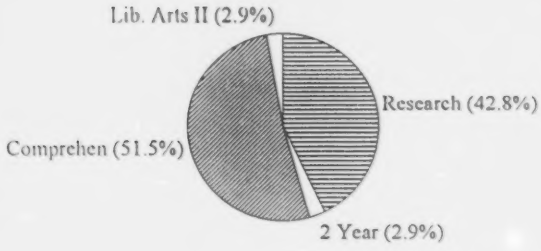
Uncat GovDocs: The piece number of government documents not already included in the Total Volume column. For more information, refer to the survey instructions included as Appendix A.

FTE: Full-time equivalency. This convention asks that the number of staff in a given area (sometimes called the "headcount") be converted so as to express the number of "full-time equivalents." For example, if a staff of 100 people all work half-time, the staff's FTE count would be 50. The same formula applies to student assistants, where, for example, four students working 10 hours per week for 52 weeks would have an FTE of 1. For more information, refer to the survey instructions included as Appendix A.

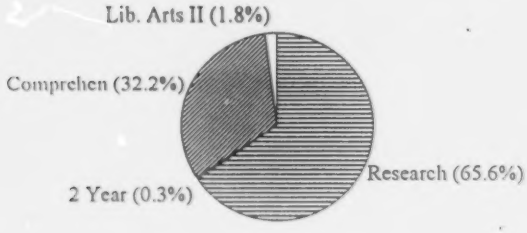
SERVICES TO PATRONS I
SUMMARY

Carnegie Class	General Circulation	Reserve Circulation	ILL--Out	ILL--In
Research	890,050	261,678	47,528	41,969
2 Year	60,056	8,734	215	504
Comprehen	1,071,029	276,948	23,339	18,187
Lib. Arts II	60,225	19,900	1,324	1,565
Total	**2,081,360**	**567,260**	**72,406**	**62,225**

General Circulation



Outgoing Interlibrary Loan



SERVICES TO PATRONS II
SUMMARY

Carnegie Class	Reference Transactions	Number of Presentations	Number of Persons	Hours Open
Research	56,565	2,627	26,991	478.0
2 Year	596	280	4,783	249.5
Comprehen	66,640	1,676	36,430	1,031.5
Lib. Arts II	469	102	1,724	242.5
Total	**124,270**	**4,685**	**69,928**	**2,001.5**

Source: 1992 IPEDS statistics forms

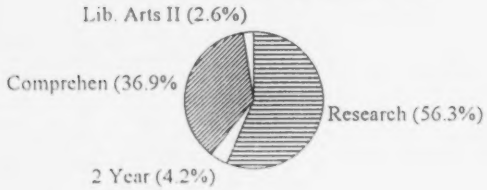
COLLECTIONS
SUMMARY

Carnegie Class	Total Volumes	Added Volumes	Serial Subscriptions	Uncat GovDocs	Units Micro-Forms
Research	5,801,115	110,411	48,665	3,738,377	8,304,362
2 Year	455,777	11,336	2,044	125,117	301,555
Comprehen	3,871,792	98,668	32,570	2,541,468	7,839,298
Lib. Arts II	338,594	49,826	1,862	125,209	210,731
Total	**10,467,278**	**270,241**	**85,141**	**6,530,171**	**16,655,946**

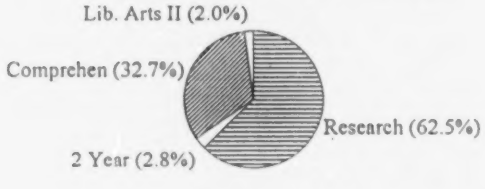
EXPENDITURES
SUMMARY

Carnegie Class	Total Exp.	Book Exp.	Serials Exp.	Equipment Exp.	Other Exp.
Research	26,961,866	4,347,047	6,868,611	467,688	3,306,811
2 Year	1,996,320	341,877	151,474	105,354	152,268
Comprehen	17,667,668	3,059,626	2,810,599	1,022,771	2,017,725
Lib. Arts II	1,228,282	141,382	210,738	32,836	189,802
Total	**47,854,136**	**7,889,932**	**10,041,422**	**1,628,649**	**5,666,606**

Total Library Expenditures



Total Materials Expenditures



Source: 1992 IPEDS statistics forms

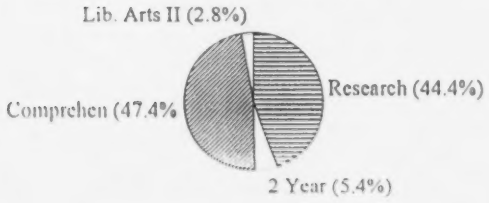
STAFFING LEVELS SUMMARY

Carnegie Class	Librarian FTE	Other FTE	Student FTE	Total FTE
Research	182.0	280.0	172.5	634.5
2 Year	18.0	19.0	39.5	76.5
Comprehen	154.5	192.0	330.5	677.0
Lib. Arts II	13.5	9.0	18.0	40.5
Total	**368.0**	**500.0**	**560.5**	**1,428.5**

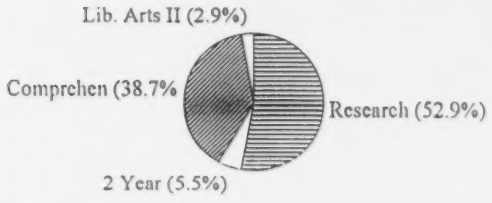
STAFF EXPENDITURES SUMMARY

Carnegie Class	Total Staff Exp.	Librarians Exp.	Other Exp.	Student Exp.
Research	11,971,709	6,699,842	3,986,759	1,285,108
2 Year	1,245,347	720,924	413,912	110,511
Comprehen	8,756,947	5,248,138	2,695,334	813,475
Lib. Arts II	653,524	425,912	126,981	100,631
Total	**22,627,527**	**13,094,816**	**7,222,986**	**2,309,725**

Total Staff in FTE



Total Staff Expenditures



Source: 1992 IPEDS statistics forms

SERVICES
FY 1992

	General Circulation	Reserve Circulation	ILL--Out	ILL--In	Reference Transactions	Number of Presentations	Number of Persons	Hours Open
LA Tech	50,266	17,132	1,967	3,792	307	112	2,812	81.5
LSU Baton Rouge	385,408	103,703	11,723	8,586	2,335	598	8,127	99.0
LSU Med Center	55,206	17,989	16,467	14,902	792	1,482	9,928	99.0
Tulane	285,596	78,610	13,940	11,285	50,433	289	3,340	110.0
UNO	113,574	44,244	3,431	3,404	2,698	146	2,784	88.5
Grambling	37,614	5,112	777	1,885	99	55	2,528	89.5
Loyola	85,688	32,538	2,400	748	490	75	1,218	104.0
LSU Shrev	30,383	13,582	799	719		18	286	63.0
McNeese	54,745	14,166	3,595	1,848	378	106	2,535	82.0
Nicholls	84,801	26,151	2,551	1,291	527	200	3,316	83.0
Northeast	43,482	11,544	1,653	2,868	229	114	2,930	91.0
Northwestern	39,298	25,751	1,269	1,907	459	195	4,340	76.0
South Eastern	55,627	22,980	2,019	2,966		127		84.5
Southern B.R.	445,859	81,638	1,060	444	3,348	498	12,450	91.0
Southern N.O.	29,552	26,412	86	52	215	48	1,296	80.0
USL	150,900	6,623	6,738	2,671	54,512	185	4,156	89.5
Xavier University	13,080	10,451	392	788	6,383	55	1,375	98.0
Centenary	12,039		849	1,013		30		86.5
Dillard	36,112	10,950	0	2	360	27	1,049	84.0
LA College	12,074	8,950	475	550	109	45	675	72.0
Delgado	22,000	2,500	15	74	188	149	2,675	65.5
LSU Alexandria	14,820	4,164	21	53	280	20	291	53.0
LSU Eunice	9,300	1,000	173	370	25	69	1,000	63.0
Nunez	10,285	419	1	3	83	31	602	3.0
Southern Shrev.	3,651	651	5	4	20	11	215	65.0
State Total	**2,081,360**	**567,260**	**72,406**	**62,225**	**124,270**	**4,685**	**69,928**	**2,001.5**

Source: 1992 IPEDS statistics forms

STAFF FTE AND EXPENDITURES
FY 1992

	Librarian FTE	Other FTE	Student FTE	Total FTE	Total Staff Exp.	Librarians Exp.	Other Exp.	Student Exp.
LA Tech	15.0	16.0	30.0	61.0	892,344	486,833	264,212	141,299
LSU B.R.	62.0	111.0	71.0	244.0	4,706,095	2,240,299	1,807,757	658,039
LSU Med Center	27.0	26.5	15.5	69.0	1,535,836	1,474,441		61,395
Tulane	52.0	100.0	36.0	188.0	3,473,472	1,748,270	1,447,101	278,101
UNO	26.0	26.5	20.0	72.5	1,363,962	749,999	467,689	146,274
Grambling	9.0	10.5	42.0	61.5	553,411	296,192	161,602	95,617
Loyola	19.0	29.0	32.5	80.5	1,275,193	702,981	530,535	41,677
LSU Shrev	10.5	11.0	8.0	29.5	428,118	308,870	101,148	18,100
McNeese	12.0	13.5	14.0	39.5	681,070	388,622	197,980	94,468
Nicholls	14.0	19.0	22.0	55.0	814,002	483,460	299,581	30,961
Northeast	13.0	15.0	23.0	51.0	741,198	317,517	282,865	140,816
Northwestern	12.0	7.0	61.0	80.0	532,667	383,588	107,656	41,423
South Eastern	12.0	22.0	24.0	58.0	859,924	394,833	320,390	144,701
Southern B.R.	16.0	20.0	47.0	83.0	843,416	839,301		4,115
Southern N.O.	12.0	2.0	29.0	43.0	441,295	360,945		80,350
USL	16.0	31.0	13.0	60.0	1,127,031	504,130	515,954	106,947
Xavier University	9.0	12.0	15.0	36.0	459,622	267,699	177,623	14,300
Centenary	4.5	5.0	10.0	19.5	247,160	125,768	78,392	43,000
Dillard	5.0	2.0		7.0	226,593	184,244	15,302	27,047
LA College	4.0	2.0	8.0	14.0	179,771	115,900	33,287	30,584
Delgado	6.5	8.0	6.5	21.0	592,922	313,579	239,658	39,685
LSU Alexandria	2.5	4.0	1.5	8.0	181,132	101,402	67,449	12,281
LSU Eunice	3.0	4.0	1.0	8.0	160,094	89,273	65,821	5,000
Nunez	2.0	1.0	1.0	4.0	80,232	69,000	11,232	
Southern Shrev.	4.0	2.0	29.5	35.5	230,967	147,670	29,752	53,545
State Total	**368.0**	**500.0**	**560.5**	**1,428.5**	**22,627,527**	**13,094,816**	**7,222,986**	**2,309,725**

Source: 1992 IPEDS statistics forms

COLLECTIONS
FY 1992

	Volumes	Volumes	Total Subscriptions	Added GovDocs	Serial Forms	UncatUnits Micro-
LA Tech	343,755	9,018	2,729	1,686,992	479,095	
LSU Baton Rouge	2,654,485	38,640	20,233	86,624	3,923,432	
LSU Med Center	274,896	8,490	3,551		5,995	
Tulane	1,946,312	41,932	17,292	1,699,874	2,114,185	
UNO	581,667	12,331	4,860	264,887	1,781,655	
Grambling	272,997	6,688	1,399		486,149	
Loyola	409,937	10,806	4,595	0	848,063	
LSU Shrev	232,769	4,562	2,246		265,302	
McNeese	189,779	6,787	1,982	775,481	1,078,736	
Nicholls	278,386	8,090	1,815	488,791	754,219	
Northeast	366,805	7,404	6,130	150,600	435,346	
Northwestern	306,795	7,451	2,161	512,620	638,124	
South Eastern	304,100	13,067	1,984	133,936	570,772	
Southern B.R.	485,853	11,356	2,437	223,859	272,066	
Southern N.O.	219,400	[illegible],208	563	103,648	38,721	
USL	667,473	11,851	6,318	151,830	1,667,522	
Xavier University	137,498	5,398	940	703	784,278	
Centenary	180,660	6,618	953		267,261	
Dillard	150,000	2,145	580		47	
LA College	125,117	2,573	511	125,117	34,247	
Delgado	73,696	5,457	743	625	58,077	
LSU Alexandria	129,396	2,792	513	0	17,809	
LSU Eunice	88,909	410	253	124,584	100,000	
Nunez	832	40,457	353		11,090	
Southern Shrev.	45,761	710			23,755	
State Total	**10,467,278**	**270,241**	**85,141**	**6,530,171**	**16,655,946**	

Source: 1992 IPEDS statistics forms

TOTAL EXPENDITURES
FY 1992

	Total Exp.	Book Exp.	Serial Exp.	Equipment Exp.	Other Exp.	Total Staff Exp.
LA Tech	2,295,732	590,131	529,300	135,149	148,808	892,344
LSU Baton Rouge	10,462,329	1,725,480	2,630,827		1,399,927	4,706,095
LSU Med Center	3,285,911	549,307	850,515	14,711	335,542	1,535,836
Tulane	8,145,623	1,142,452	2,112,435	246,844	1,170,420	3,473,472
UNO	2,772,271	339,677	745,534	70,984	252,114	1,363,962
Grambling	1,458,502	115,127	195,121	249,903	344,940	553,411
Loyola	2,523,482	297,156	608,813	64,753	277,567	1,275,193
LSU Shrev	662,865	20,876	130,550		83,321	428,118
McNeese	1,237,678	217,976	182,659	116,713	39,260	681,070
Nicholls	1,744,528	347,759	178,117	248,692	155,958	814,002
Northeast	1,520,463	221,030	369,385	53,811	135,039	741,198
Northwestern	1,212,524	240,603	150,932	134,631	153,691	532,667
South Eastern	1,910,799	590,353	42,135	11,235	407,152	859,924
Southern B.R.	1,316,660	294,089		7,965	171,190	843,416
Southern N.O.	713,141	183,666	47,740	20,357	20,083	441,295
USL	2,558,718	386,870	826,129	71,386	147,302	1,127,031
Xavier University	808,308	144,121	79,018	43,325	82,222	459,622
Centenary	563,883	80,000	130,000	13,000	93,723	247,160
Dillard	402,898	36,516	53,220	13,098	73,471	226,593
LA College	261,501	24,866	27,518	6,738	22,608	179,771
Delgado	928,022	165,980	84,419	7,880	76,821	592,922
LSU Alexandria	399,288	143,058	23,928	17,986	33,184	181,132
LSU Eunice	208,294	15,000	10,000	5,000	18,200	160,094
Nunez	136,843	12,384	8,025	16,169	20,033	80,232
Southern Shrev.	323,873	5,455	25,102	58,319	4,030	230,967
State Total	**47,854,136**	**7,889,932**	**10,041,422**	**1,628,649**	**5,666,606**	**22,627,527**

Source: 1992 IPEDS statistics forms

FORM **IPEDS-L**
(6-1-92)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICS

OMB No. 1850-0582: Approval Expires 02/28/94

NOTE – This form is authorized by law (20 U.S.C. 1221e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

Public reporting burden for this collection of information is estimated to average 1.25 hours per response but may range from 30 minutes to 2.5 hours depending on whether the information is readily accessible to machine readable files. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, DC 20202-4651, and to the Office of Management and Budget, Paperwork Reduction Project 1850-0582, Washington, DC 20503.

INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

ACADEMIC LIBRARIES SURVEY 1992

LOUISIANA ST UNIV & AGRL & MECH & HEBERT LAWS CTR

BATON ROUGE, LA 70803

Please correct any errors in the name, address, and ZIP Code.

***Please read** the accompanying instructions before completing this survey form. Report data ONLY for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they CANNOT be reported separately, please provide a list of these schools.*

If there are any questions about this form, contact Jeff Williams, NCES, at (202) 219-1362 or the Bureau of the Census IPEDS representative at (301) 763-4947.

Date due: November 15, 1992

RETURN TO

STANLEY WILDER
232 MIDDLETON LIBRARY
LOUISIANA STATE UNIVERSITY

BATON ROUGE, LA 70603
504-388-2217

1. Name of respondent	**2.** Title of respondent	**3.** Telephone *(Area code, number, ext.)*

Does your institution have its own library as defined in Part A of the instructions.

☐ Yes

☐ No – *If no, please return this blank survey to the address shown above.*

PURPOSE OF THE SURVEY

The National Center for Education Statistics (NCES) collects these data periodically to obtain and report a comprehensive picture on the status of collections, transactions, staff, service per typical week, and library operating expenditures in postsecondary institutions. This survey is being conducted in compliance with Center's mission "to collect, and analyze, and disseminate statistics and other data related to education in the United States ..." (20 U.S.C. 1221e-1, General Education Provisions Act, Sec. 406(b), as amended).

USES OF DATA

Collection of these data over time will enable the nation to plan effectively for the development and use of postsecondary education library resources. Congress uses the data to assess the need for revisions of existing legislation concerning libraries and the allocation of Federal funds. Federal agencies need the data to evaluate and administer library programs. State education agencies and college librarians and administrators use the data for regional and national comparisons of library resources to plan for the effective use of funds. Finally, library associations and researchers use the survey results to determine the status of library operations and the profession.

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

UNITID=159391 LOUISIANA ST UNIV & AGRL & MECH & HEBERT LAWS CTR
FICE=002010 SECTOR=01

Part A – NUMBER OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1992

Line No.	Item	Number
01	Branch and independent libraries *(Exclude main or central library)*	

Part B – LIBRARY STAFF, FALL 1992
(EXCLUDE MAINTENANCE AND CUSTODIAL STAFF)

NOTE: Report data to two decimals

Line No.	Staff	Number of FTE*
02	Librarians and other professional staff	
03	All other paid staff (except student assistants)	
04	Contributed services staff	
05	Student assistants from all funding sources	
06	Total FTE staff *(Sum of lines 2 thru 5)**	

*FTE = Full-time equivalent

Part C – LIBRARY OPERATING EXPENDITURES, FISCAL YEAR 1992

Note: Do not report the same expenditures more than once

Line No.	Category	Amount *(Whole dollars only)*
	Salaries and Wages (exclude fringe benefits)	
07	Librarians and other professional staff	$
08	All other paid staff (except student assistants.)	
09	Student assistants	
	Collections	
10	Books, serial backfiles, and other print materials (exclude current serials and all microforms)	
11	Current serials (exclude microforms, audiovisual materials and machine-readable materials)	
12	Microforms (include current serials)	
13	Audiovisual materials (include current serials)	
14	Machine-readable materials (include current serials)	
15	Other	
16	Preservation	
17	Furniture and equipment (include computer equipment)	
18	All other operating expenditures	
19	**Total Operating Expenditures** *(Sum of lines 7–18)*	$

Part D – LIBRARY COLLECTIONS, FISCAL YEAR 1992

Line No.	Category	Total number added during fiscal year (1)	Total number held at end of fiscal year (2)
20	Books, serial backfiles and government documents that are cataloged (include bound periodicals and newspapers and exclude microforms) " VOLUMES		
21	TITLES		
22	Government documents (include government documents that are not reported elsewhere) UNITS		
23	TITLES		
24	Current serials (include periodicals, newspapers and government documents) TOTAL NUMBER OF PAID AND UNPAID SUBSCRIPTIONS		
25	TITLES (number of unique titles)		
26	Microforms UNITS		
27	TITLES		
28	Manuscripts and archives LINEAR FEET		
29	Cartographic materials UNITS		
30	Graphic materials UNITS		
31	Audio materials UNITS		
32	TITLES		
33	Film and video materials UNITS		
34	TITLES		
35	Machine-readable materials UNITS		
36	TITLES		
37	Other library materials UNITS		

Part E – LIBRARY SERVICES, FISCAL YEAR 1992

Line No.	Category	Number
	Circulation transactions	
38	General collection	
39	Reserve collection	
	Interlibrary loans	
40	Provided to other libraries	
41	Received from other libraries	
	Information service to groups	
42	Number of presentations	
43	Number of persons served in presentations	

Part F – LIBRARY SERVICES, TYPICAL WEEK, FALL 1992

Line No.	Category	Number
44	Public service hours	
45	Gate count	
46	Reference transactions	

GENERAL INSTRUCTIONS — L

Please respond to each item on this report in the space provided. Please do not leave any lines blank. If the appropriate answer is zero or none, use 0. If a figure is unavailable, use U/A. Include data for the main or central library and all branch and independent libraries that were open all or part of fiscal year 1992.

INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

PERIOD OF REPORT

Report information for the following time periods as specified in each section:

1) Fiscal year 1992 —The most recent complete fiscal year that ended prior to October 1, 1992. (For Sections A, C, D, E)

2) Typical week in fall term 1992 — A typical week is one that is neither unusually busy nor unusually slow. Avoid vacation periods for key staff or days when unusual events are taking place on the campus or in the library. Choose a week in which the library is open its regular hours. Include any seven consecutive calendar days. (Section F).

3) Fall 1992 — The period during the fall of 1992 when the survey form is being completed. (Section B — Library Staff)

PART A — NUMBER OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1992

LIBRARY An entity that provides all of the following:

1) An organized collection of printed or other materials, or a combination thereof.

2) A staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or education needs of a clientele.

3) An established schedule in which services of the staff are available to clientele.

4) The physical facilities necessary to support such a collection, staff, and schedule. This includes learning resource centers.

Line 1 — Branch and independent libraries — Report the number of branch and independent libraries at your institution that were open all or part of FY 1992. EXCLUDE THE MAIN OR CENTRAL LIBRARY. Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library of an institution which have a basic collection of books and other materials, a regular staffing level, and an established schedule. Branch and independent libraries are administered **either** by the central library **or**, as in the case of some libraries (such as law, medical, etc.), through the administrative structure of other units within the university. Departmental study/reading rooms are not included. Include data for all branch and independent libraries on the campus. Include libraries on **branch campuses** (i.e., located in another community) if those libraries are administered from your campus.

PART B — LIBRARY STAFF, FALL 1992

Full-time equivalent (FTE) employees — Report the number of filled or temporarily vacant full-time equivalent (FTE) positions during Fall 1992 paid by funds under library control. To compute full-time equivalents of part-time employees and student assistants, take the TOTAL number of hours worked by part-time employees IN EACH CATEGORY and divide it by the number of hours CONSIDERED BY THE REPORTING LIBRARY TO BE A FULL-TIME WORK WEEK (e.g., 60 hours per week of part-time work divided by 40 hours per full-time week equals 1.50 FTE). Report data to two decimal places.

Line 2 — Librarians and other professional staff — Report the total FTE of librarians and other professional staff, including administrators.

Line 3 — All other paid staff (except student assistants) — Report the total FTE of all other library staff who are paid annual salaries or hourly wages. Exclude student assistants, reported on line 5 and maintenance and custodial staff. Include technical and clerical staff.

Line 4 — Contributed services staff — Report the total FTE for contributed services staff. Contributed services staff are those, such as members of religious orders, whose services are valued by bookkeeping entries rather than by full cash transactions. Do **not** include volunteers.

Line 5 — Student assistants from all funding sources — Report the total FTE of student assistants, employed on an hourly basis, whose wages are paid from funds under library control or from a budget other than the library budget, including College Work Study Program. Exclude maintenance and custodial staff.

Line 6 — Total FTE staff — Report the sum of lines 2 through 5.

GENERAL INSTRUCTIONS — L — *Continued*

Line 20 — Volumes — Report the number of volumes of any printed, mimeographed, or processed work contained in one binding or portfolio, hardbound or paperbound, which has been cataloged, classified, or otherwise made ready for use. Include government documents that are accessible through the library's catalog regardless of whether or not they are separately shelved. This includes documents for which records are provided by the library or downloaded from other sources into the library catalog.

Lines 21, 23, 25, 27, 32, 34, 36 — Titles — Report the number of titles of publications which form a separate bibliographic whole, whether issued in one or several volumes, reels, disks, slides, or parts. The term "title" applies equally to printed materials, such as books and periodicals, as well as to audiovisual materials, microforms, and machine-readable materials. Usually, but not always, there will be a separate shelflist entry for each title. (SHELFLIST: A record of materials in a library, arranged in the order in which the materials stand when they are shelved or stored.) Thus, six copies of the same edition of a title count as one title; two editions of the same title which have been cataloged or recorded separately count as two titles; a set of six monographs for which six shelflist entries have been made count as six titles; and two multi-volume sets of the same edition for which one shelflist entry has been made count as one title.

Lines 22 —23 — Government documents — Report the number of units and titles of materials in all formats that are published by a government agency and are not reported on other lines.

Lines 24 —25 — Current serials — Report the total number of current serials received including those that are paid for and those received without payment. Include government documents issued serially. Exclude microforms, audiovisual materials, and machine-readable materials.

Line 26—27 — Microforms — Report the number of units of microfroms and the number of different titles of materials that have been photographically reduced in size for storage, protection and inexpensive publication purposes, and which must be read with the help of enlarging instruments. Examples of microforms are: roll microfilm, microcard, microfiche, and ultrafiche. Include government documents.

Line 28 —Manuscripts and archives — Report the linear feet of shelf space occupied by these materials. Manuscripts are handwritten or typed documents, including carbon copies. Archives are non-current records of an organization or institution preserved because of their continuing value. Include government documents.

Line 29— Cartographic materials — Report the number of units of materials representing in whole or in part the earth or any celestial body at any scale. These materials include two-and three-dimensional maps and globes. Include government documents.

Line 30— Graphic materials — Report the number of units of materials for viewing without sound. The materials may or may not be projected or magnified. They include art originals, art prints, art reproductions, slides, transparencies, filmstrips, photographs, pictures, postcards, posters, study prints, and the like. Filmstrips that also include sound should be included on this line. Include government documents.

Lines 31—32 — Audio materials — Report the number of units and titles of materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. These materials include audio cassettes, audio cartridges, audio discs, audio reels, talking books, and other sound recordings. Include government documents.

Lines 33—34 — Film and video materials — Report the number of units and titles of materials on film or video media. Films are produced in a variety of sizes (8, super 8, 16, 35, 55, and 70 mm) and a variety of formats (cartridge, cassette, loop, reel). Video materials include videotapes and laser disks on which pictures and sound are recorded. Include government documents.

Lines 35—36 — Machine-readable materials — Report the number of units and titles of materials such as CD-ROMS, magnetic tapes and magnetic disks, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, and reference tools on CD-ROM, tape, or disk. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff. Include current serials. Include government documents.